



## POSITION VACANCY

**ANNOUNCEMENT NUMBER:** OST-97-047IRC

**POSITION TITLE:** Supervisory Equal Opportunity Specialist, GS-360-14

**POSITION LOCATION:** Departmental Office of Civil Rights, Cambridge Regional Office,  
Cambridge Massachusetts  
GS-14 Salary Range: \$65,074 - \$84,596 annually

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** July 16, 1997

**CLOSING DATE:** August 26, 1997

**Complete application packages must be received by 5:30 p.m. on the closing date.**

**Please see "How to Apply".** Displaced and surplus employees who are covered by the provision of the Interagency Career Transition Assistance Program (ICTAP) will be given priority consideration.

Unless otherwise stated on a particular announcement, applications will be accepted from qualified former Federal employees with reinstatement eligibility, or from qualified individuals eligible for special appointments (such as severely disabled, certain Vietnam era and disabled Veterans, volunteers from the Peace Corps, VISTA, certain former overseas employees) provided the type of special appointment sought is indicated on the application.

**A 12-MONTH PROBATIONARY PERIOD IS REQUIRED FOR ANY APPLICANT WHO HAS NOT PREVIOUSLY SERVED AS A SUPERVISOR OR MANAGER.**

**THIS POSITION WILL REQUIRE INCUMBENT TO TRAVEL OCCASIONALLY.**

**DUTIES:**

The incumbent of this position serves as Director of the Department Office of Civil Rights' (DOCR) Cambridge Regional Office. As Regional Director, the incumbent is responsible for supervising employees of his/her regional office to ensure the efficiency and effectiveness of DOCR's regional operations, which are primarily devoted to the investigation and resolution of equal employment opportunity complaints from DOT employees or applicants for employment. Applicable statutes under which these functions are performed include: Title VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Equal Pay Act of 1963; and the Age Discrimination in Employment Act of 1967. In addition, the Regional Director may perform functions under other statutes including Title VI of the Civil Rights Act of 1964, as amended, and the the Americans with Disabilities Act of 1990.

**DOT IS AN EQUAL OPPORTUNITY EMPLOYER**

***ALL QUALIFIED CANDIDATES WILL BE CONSIDERED REGARDLESS OF POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, AGE OR HANDICAPPING CONDITION***

***TASC*** *Service / Value / Success*

## **QUALIFICATIONS:**

**Specialized Experience:** One year of experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must include experience performing work of an analytical, interpretative, and judgemental nature; **AND** must reflect a sound working knowledge of civil rights laws, regulations and policies.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Address the specific factors listed below including any experience, training or awards pertinent to each factor.

- Ability to communicate in writing with demonstrated analytical ability.
- Ability to communicate orally with individuals at all levels within the government.
- Knowledge of Federal personnel policies and practices.
- Ability to conduct investigations.
- Ability to manage a civil rights program and supervise a staff.
- Technical knowledge of the civil rights laws, regulations, and policies in at least one or more of the following areas: The Equal Pay Act of 1963; Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; and the civil rights responsibilities under the Disadvantaged Business Enterprise Program (DBEP).

**NOTE TO CTAP and ICTAP candidates:** in order to be found well-qualified for the position, applicants must (1) meet minimum qualification standards and eligibility requirements, and (2) meet all the knowledges, skills and abilities mentioned above.

## **HOW TO APPLY**

### **SUBMISSIONS:**

Submit a copy of a current SF-171 (Application for Federal Employment), RESUME, or an OF-612 (OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT). For further guidance, see section below, "Here's What Your Resume or Application Must Contain." Be brief and concise, but inclusive in the description of your work experience.

Work experience should include education, training, awards, and/or self-development activities.

Status candidates wishing to be considered under Merit Promotion must submit a current and **complete** Performance Appraisal (Rating of Record) completed within the preceding year. If a Performance Appraisal cannot be provided, a statement explaining why it is not possible to obtain an appraisal must be submitted.

### **OPTIONAL SUBMISSION:**

SF-181, Race and National Origin Identification

## ***Here's What Your Application Must Contain***

(In addition to specific information requested in the job vacancy announcement)

### **JOB INFORMATION**

Announcement number and title of the position for which you are applying.

### **PERSONAL INFORMATION**

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference (Proof Required)
- Reinstatement eligibility (Attach SF-50)
- Highest Federal civilian grade held

### **EDUCATION**

- High School name, city, State, and date of diploma or GED  
Colleges or universities: Name, city, and state (Zip Code, if known)
- Majors
- Type and year of degrees received

### **WORK EXPERIENCE**

Give the following information for your paid and nonpaid work experience related to the job for which you are applying.

- Job Title
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

### **OTHER QUALIFICATIONS**

- Job-related training courses (title and year)
- Job-related skills, e.g., other languages, computer software/hardware
- Job-related certificate and licenses (current only)
- Job-related honors, awards, and special accomplishments, e.g., memberships in professional or honor societies, leadership activities, public speaking, and performance awards, publications. (Give date but do not send documents unless requested)

## WHERE TO SEND APPLICATIONS:

1. Mail or hand-deliver the SF-171, resume, or Optional Form 612 **AND** other required documents to:

U.S. Department of Transportation  
Transportation Administrative Service Center  
Human Resource Services, SVC-190  
ATTN: Paula Chandler, Room 9113  
400 Seventh Street, SW  
Washington, DC 20590

2. Applications must be received in the Human Resource Services office **by 5:30 p.m. on the closing date of this announcement. Applications received after the closing date will not be considered.**
3. For additional information, please call (202) 366-4075. To request a copy of the announcement, call: Fax on Demand: (202) 366-9397 or 1-800-525-2878.

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**NOTE:** Applications will not be accepted if received in government envelopes. Applications sent in this fashion will not be considered.

CTAP eligibles must submit a certificate of status with the application package.

If this announcement is advertised: “**ALL SOURCES**” applicants who wish to be considered under Merit Staffing procedures as well as Competitive Staffing procedures **must** submit (2) complete application packages. When only (1) application is received, it will be considered under **Merit Staffing only**. (If a competitive list of eligibles is requested from the U.S. Office of Personnel Management (OPM), the applications of non-status candidates who meet the minimum qualifications for the position will be referred to OPM for RATING, RANKING AND REFERRAL.

**RACE AND NATIONAL ORIGIN IDENTIFICATION**U S Office of Personnel Management (Please read the instructions and *Privacy Act* Statement before completing)

FPM Supplement 296-1

Name (Last, First, Middle Initial)

Date of Birth

Privacy Act

## Statement

You are requested to furnish this information under the authority of 42 U.S.C. Sec 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce 15, "Race and Ethnic Standards for Federal Standards for Federal Statistics and Administrative Reporting."

This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools.

**Your furnishing this information is voluntary.** Your failure to do so will have no effect on you or your Federal employment. If you fail to provide the information, however, then the employing agency will attempt to identify your national origin by visual perception.

Specific Instructions: The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or

national origin, identify yourself by the category with which you most closely identify yourself. Circle the letter in the box. NOTE: Circle only ONE letter.

**NAME OF CATEGORY**

(Circle ONLY one letter)

**DEFINITION OF CATEGORY**

Categories for Use in All Jurisdictions Except Hawaii\* and Puerto Rico

<b>A</b>	American Indian or Alaskan Native	A person having origins in any of the original people of North America, and who maintains cultural identification through community recognition of tribal affiliation.
<b>B</b>	Asian or Pacific Islander	A Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
<b>C</b>	Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic
<b>D</b>	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
<b>E</b>	White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures of origins (see Hispanic). also includes persons not included in other categories.
<b>Categories for Use in Puerto Rico</b>		
<b>D</b>	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. Does not include persons of Portuguese culture or origin.
<b>Y</b>	Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.